



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>12 December 1972</b>	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed <b>DEC 13 1972 73-196 MAR 27 1973</b>	
2. Agency Application No. <b>IT--1-EX</b>			
3. Agency Division, Subdivision & Administering Office Address <b>Ga. Dept. of Industry and Trade Executive Division-Deputy Director 6th Floor-Trinity-Washington Bldg. Atlanta, Georgia 30334</b>		4. Person to Contact <b>Mrs. Dianne Kent</b>	
		5. Working Title <b>Secretary</b>	6. Tel. No. <b>656-3559</b>

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series

**Jan. 1970-1972**

9. Exact Series Title

**Kaolin to Alumina Reports and Information File**

10. What is the function of the office in which this record series is created?

The Executive Division of the Department of Industry and Trade provides support services to all other divisions. The Division also originates agency policy, and acts as medium between Official State offices and divisions of the Department of Industry and Trade in reference to projects designated as in the realm of DIT's jurisdiction.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

- Documents relating to the development of a Kaolin industry in Georgia--~~information and backup material of the feasibility of such an operation.~~
- Included are Research material and back-up data--providing information on the feasibility of such an operation.
- Files are arranged Chronologically.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1/3	1/3		1/2	1/2
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	1	1
				SELDOM	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [x]
15. Is the information contained in this series ever summarized or published? [ ] [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [x]
18. Could the function be performed if the files were lost or destroyed? [ ] [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [x]
20. Does the record series provide data as input to an EDP file? [ ] [x]
21. Does the record series contain documentation produced as EDP printout? [ ] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [x] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[ ] FISCAL YEAR -[ ] OTHER \_\_\_\_\_, then:

- [x] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- ~~[x] Transfer to [x] State Records Center [ ] Local Holding Area; hold 1 year(s):~~
- ~~[x] Destroy.~~
- [x] Transfer to State Archives for permanent retention. (Altered to provide for retirement to Archives at request of State Records Section)
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

JHS  
Dept Archives & History

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>James M. Whit</i>	<i>12/12/72</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [ ] Disapproved	<i>James M. Whit</i>	<i>12/12/72</i>
	State Auditor/Designee [x] Approved [ ] Disapproved	<i>William M. Dejean</i>	<i>3-23-73</i>
	Secretary of State/Designee [x] Approved [ ] Disapproved	<i>Carroll Hart</i>	<i>3-21-73</i>
	Attorney General/Designee [x] Approved [ ] Disapproved	<i>Robert Shea</i>	<i>5-26-73</i>

STATE RECORDS  
COMMITTEE